

**HENRY COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**SEPTEMBER 11, 2023 REGULAR MEETING MINUTES**

- Indicates action taken

**CALL TO ORDER**

Chair Sharon Ponder called the meeting to order at 5:32 PM.

In attendance: Board Chair Sharon Ponder, Vice Chair Leslie Wantland, Treasurer Chet Ivey, Secretary Anne Franklin, and Lisa McGhee. Library employees in attendance: Assistant Director Pamela Bagby, Business Manager Angela Millen, Administrative Assistant Aimee Leavitt, McDonough Branch Manager Mendy Gunter, Assistant Branch Manager Amanda Mays-Chester and Assistant Director Jennifer Parrott. Also present were Maelyn Ehrman and Skylar Venters of Architectural Collaborative. The Director was absent due to a family emergency; Pamela Bagby presented on her behalf.

**ADDITIONS/APPROVAL OF AGENDA**

- Motion by Leslie Wantland to accept the agenda as presented, seconded by Anne Franklin; motion approved.

**APPROVAL OF MINUTES**

- Motion by Anne Franklin to accept the minutes of the July 10, 2023 called meeting, seconded by Leslie Wantland; motion approved. (There was no regular meeting in August 2023 due to inclement weather.)

**DIRECTOR'S REPORT**

The Director's Reports for June-August were provided in writing; discussion of some items was deferred until New Business. Secretary Anne Franklin noted that the names of BOC Chair Harrell and District 3 Commissioner Dee Anglyn should be added to the list of those in attendance at the budget meeting with county staff on July 13.

- Motion by Anne Franklin to accept the Director's report with the addition of two names to the July 13 meeting, seconded by Leslie Wantland; motion approved.

**TREASURER'S FINANCIAL REPORTS**

HCLS Business Manager Angela Millen presented an overview of the financial report. We have received the AUP report from the auditor and it has been submitted to the State. We are still waiting for the full audit for FY22. The financial department is working

on the FY23 Budget Final Report for GPLS. The Director and financial staff are also focusing on completing the annual report for FY23.

## **OLD BUSINESS**

There was no old business to discuss.

## **NEW BUSINESS**

Presentation by Architectural Collaborative regarding final details of the McDonough Library renovation. Maelyn Ehrman and Skylar Venters of Architectural Collaborative presented the final draft of the interior design work for the McDonough Library renovation.

- Motion by Chet Ivey to approve the final design as presented, seconded by Lisa McGee; motion approved.

### Review of COVID protocols

The Director and Branch Managers have discussed our ongoing COVID protocols, with input from branch staff. The majority of frontline staff requested that the plastic shields at the service points be retained due to the approaching flu season. Managers reported that the requirement for new hires to provide proof of vaccination is less important since they frequently encounter patrons and members of the public whose vaccination status is unknown. The Trustees agreed that the plastic shields should be kept in place.

- Motion by Anne Franklin to rescind the policy requiring new hires to provide proof of COVID-19 vaccination as a condition of employment with HCLS, seconded by Chet Ivey; motion approved.

### Reinstatement of exam proctoring service and approval of fee schedule

The HCLS test proctoring service was suspended due to the pandemic; administrative staff are prepared to resume the service, and requested that the Trustees review the fee schedule. The fee of \$20 for up to two hours of proctoring service has not been increased since the service was first offered, and is well below what other agencies in our area charge.

- Motion by Leslie Wantland to reinstate exam proctoring services and to approve the new fee schedule of \$30 for a testing session of less than 2 hours, and \$60 for a testing session of 2–4 hours, seconded by Chet Ivey; motion approved.

### Increase in employer cost for health insurance

Business Manager Angela Millen presented information about a significant increase in the amount of the employer contribution to the cost of health insurance from the State

Health Benefit Plan. In January 2024, the employer contribution will increase by \$250 per employee per month. The increase for January-June 2024 is expected to total \$37,500. This will be followed by more incremental increases in FY25 and FY26. The Director recommends that we approach the Board of Commissioners and request a mid-year budget increase in order to meet this unexpected expense without having to cut services or hours.

#### Extension of HCLS Strategic Plan

The Director has begun the research required to complete a new Strategic Plan for HCLS but it is not complete at this time. An extension of the current plan was requested.

- Motion by Leslie Wantland to extend the current HCLS Strategic Plan for another 6 months, seconded by Chet Ivey; motion approved.

#### Purchase of website management software

- Motion by Chet Ivey to defer purchase of website management software until after January 2024, seconded by Lisa McGee; motion approved.

#### Required ethics training for library Trustees

Chair Sharon Ponder presented information about the County's new requirement for ethics training for all Trustees. This will be scheduled for October through the County Ethics Board.

### **EXECUTIVE SESSION**

Executive session of the purpose of reviewing the Director's annual salary.

The Director's salary for FY24 was approved at the May 2023 regular meeting, but there was a slight change in the state funding allocation for this position, which required that the vote be retaken and corrected documentation be submitted to GPLS.

- Motion by Leslie Wantland to move to executive session to review the Director's annual salary, seconded by Chet Ivey; motion approved.
- Motion by Leslie Wantland to exit the executive session and return to the regular meeting, seconded by Lisa McGee: motion approved.

Upon return to regular meeting:

- Motion by Leslie Wantland to approve the corrected Director's salary for Fiscal Year 2024 as discussed during the executive session, seconded by Chet Ivey; motion approved.

## **CONFIRMATION OF THE NEXT MEETING DATE**

The next regular meeting of the Henry County Library System Board of Trustees will be on Monday, October 2, 2023 at 5:30 PM in the administration meeting room of the McDonough library.

## **ADJOURNMENT**

- Motion by Chet Ivey to adjourn the September 11, 2023 regular meeting, seconded by Lisa McGee; motion approved.